

# Health District

OF NORTHERN LARIMER COUNTY

## Position Description

**Position Title** Compliance Officer

**Career Level/Grade** P4

### Position Overview

The Compliance Officer is responsible for overseeing compliance for the Health District with government laws and regulations. The Compliance Officer will coordinate with Health District leadership to identify potential risks, creation and implementation of policies and procedures to uphold laws and regulations, and monitoring Health District adherence to those policies and procedures. The Compliance Officer is responsible for keeping the Health District's activities within the guidelines, regulations, and ethical expectations. The Compliance Officer will monitor business operations and identify infractions, review company policies for possible risks and liabilities, and establish compliance requirements for new initiatives of the Health District.

### Supervision and Fiscal Responsibilities

This position has no supervisory or fiscal responsibilities.

### Examples of Duties

- Serves as HIPAA Privacy Officer and understands key laws governing health care and government services including the Health Insurance Portability and Accountability Act (HIPAA), 42 CFR Part 2.
- Serves as the Americans with Disabilities Act (ADA) Officer.
- Responsible for compliance with the Colorado Open Records Act (CORA), coordinating staff in maintaining document archives, releasing requested documents, and fulfilling medical record requests.
- Consults with Legal Counsel as necessary.
- Collaborates with the Executive Leadership Team to establish practices to review and maintain required compliance documentation and internal control practices in accordance with applicable laws and regulations.
- Keeps abreast of changes in laws, regulations, and guidelines. Assists in regulatory assessments following established procedures.
- Monitors, reviews, and reports on federal, state, and local legislative changes on key issues including, but not limited to, employment practices; health care services; privacy, confidentiality, and records retention; and financial reporting.
- Provides training to managers within the organization on regulatory and compliance issues.
- Manages relevant documentation.
- Coordinates closely with colleagues to track and complete tasks necessary for compliance.
- Develops and maintains positive, professional, and productive relationships with consumers, the public, other agencies, co-workers, and supervisors.

### Qualifications

- Minimum of a bachelor's degree in a relevant field required, master's degree preferred.
- Minimum of seven years of job experience required, preferably in health care administration, human resources, or the legal profession; or a combination of equivalent experience and education.
- Certified Information Privacy Professional (CIPP) or Compliance Management certification preferred.
- Project Management Professional (PMP) certification desirable.

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### Knowledge, Skills, and Abilities

- Strong technical and analytical skills required.
- A proven ability to leverage analytical skills in decision-making.
- Demonstrated ability to analyze regulations and government compliance.
- Working knowledge of business/functions, supported-pertinent operational, health care, and risk policies and regulations.
- Understands importance of process controls and compliance risk and ability to implement mitigation strategies.
- Ability to apply best practices and progressive concepts to projects.
- Proven project management experience preferred.
- Demonstrated focus on ethics and integrity.
- Ability to work independently and function at a high level as a member of diverse project teams.
- Ability to effectively interact, work, and develop meaningful relationships with people of diverse backgrounds, including cultural, beliefs, customs, socioeconomic status, abilities, genders, and gender identities.
- Ability to plan, organize and prioritize multiple tasks simultaneously, completing assignments on-time and with accuracy.
- Detail oriented, excellent organizational skills, with a commitment to a high level of accuracy.
- Ability to communicate well verbally and in writing, and to keep accurate and complete records.
- Advanced skills in Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook).
- Written and oral fluency in English and Spanish language is desired.

The above job definition information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Job duties and responsibilities are subject to change based on changing business needs and conditions.

### Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have close visual acuity to perform activities such as: preparing and analyzing data and figures, viewing a computer monitor, extensive reading.
- Must be able to sit or stand for prolonged periods.
- Must have eye-hand coordination and manual dexterity sufficient to operate a computer keyboard, telephone, photocopier, and other office equipment.
- Must have the ability to move from place to place on the job.
- Must have the ability to communicate information and ideas verbally so others will understand.
- Requires reliable transportation; valid driver's license and auto insurance if reliable transportation is by personal automobile.
- Must comply with infection control policies for this position.

**General Benefits Description** - For qualifying employees, the Health District provides paid time off, medical, and dental insurance, life, and disability insurance, 401(a) employer match, and a robust employee wellness and recognition program. Vision insurance and an additional pre-tax retirement plan are offered. A complete list of benefits can be found on the Health District website.

**Equal Opportunity Employer** - The Health District is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for

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employment without regard to race, color, ethnic or national origin, ancestry, age, sex, pregnancy, disability, genetic information, veteran status, gender, marital status, sexual orientation, gender identity or expression, religion (creed), political beliefs, or any other characteristic protected by federal, state, or local laws.